

Merit Promotion

Vacancy Announcement

U.S. Department of Energy

Mail Distribution: 2

Announcement Number: 03-EI-10-106

Issue Date: 05/30/2003 **Closing Date:** 06/12/2003

Who May Apply: Headquarters (HQ) Employees of the Department of Energy, Within the Washington, D.C. Metro Commuting Area (Status Candidates)* (Headquarters Employees Duty-Stationed Outside the Washington, D.C. Commuting Area are Eligible to Apply.)

Relocation Expenses Will Not Be Paid

***Others Who May Apply:** Persons eligible for noncompetitive assignment; Veterans Readjustment Act (VRA) eligibles, 30% disabled veterans, people with disabilities, and others who may be eligible under special employment programs. *Reasonable accommodations will be provided for applicants with disabilities on a case-by-case basis.* Please indicate on your application materials, the announcement number and specific category under which you wish to be considered, and provide appropriate documentation. For information on these authorities, please call (202) 586-0283. TDD users may call (202) 586-6155.

POSITION: Information Technology Specialist (Security), GS-2210-13

SALARY RANGE: \$69,054 - \$89,774.00 per annum

PROMOTION POTENTIAL: No

BARGAINING UNIT POSITION: Yes

SUPERVISOR/MANAGER: No

NUMBER OF POSITIONS: 1

ORGANIZATION LOCATION: Energy Information Administration, Office of Information Technology

GEOGRAPHIC LOCATION: Washington, D.C.

Newly appointed supervisors/managers must serve a one-year probationary period. Salary includes 12.74% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV-St. Mary's County, MD).

DUTIES AND RESPONSIBILITIES: The incumbent serves as an expert and technical authority to plan, organize and lead projects pertaining to Information Systems Security. Assignments include projects and continuing program responsibilities encompassing a full range of planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration and maintenance of Information Systems Security. Analyzes and determines current and projected security requirements, and designs, develops installs, and implements information systems security measures. Participates in developing plans to meet projected requirements, including confidentiality, integrity and reliability of data systems. Develops means to optimize information systems security to maintain risk at an acceptable level. Analyzes current and projected systems security requirements. Relates aspects of physical and virtual network architecture and infrastructure characteristics to information systems security issues. Evaluates new systems information security technologies and architecture. Develops structure and other attributes to secure new energy information databases. Installs or configures security features in new energy information databases and upgrades and revises security features of existing databases. Performs or monitors testing activities of newly installed systems security software. Provides input to resolution of problems surfaced upon installation and through testing. Keeps abreast of related new and emerging automation technologies. Analyzes databases and their utilization, and feedback from customers, to ensure utilization consistent with security requirements. Identifies, records, and documents recurring problems and patterns of inadequate performance or failures to meet security requirements, assesses the underlying causes and proposes corrective actions. Performs recurring maintenance operations and functions in compliance with established maintenance plans. Provides training and assistance to systems users. Participates in developing and administering security standards and procedures. Keeps abreast of related new and emerging automation technologies.

QUALIFICATION REQUIREMENTS: An applicant must have one year of specialized experience that is directly related to the duties of this position and possess the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal Service for the normal line of progression for the occupation. All qualification and legal requirements, including time in grade, must be met within 30 calendar days of the closing date of this announcement.

The Department of Energy supports the policy of restricting smoking in all Federal facilities. Smoking (cigarettes only) is permitted only in designated smoking areas.

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

RANKING FACTORS: Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, work-related experience, training, awards, and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics required to perform the duties and responsibilities of the position. All of the factors listed below will be used in the evaluation process.

1. Knowledge of cyber security for networks.
2. Skill in leading analytical projects and studies to determine current and projected cyber security requirements and optimal utilizations of new and emerging cyber security technologies.
3. Ability to plan and to prepare security policies that cover the full range of security issues encountered in a network that includes large databases and a screened subnet.
4. Ability to evaluate cyber security of databases and a screened subnet.
5. Ability to provide technical monitoring of contracts pertaining to cyber security.
6. Ability to negotiate complex, sensitive technical issues with officials of diverse perspectives and views, and of different levels.

OTHER ELIGIBILITY REQUIREMENTS: An appointee will be required to provide verification of U. S. citizenship and employment eligibility under the Immigration Reform and Control Act of 1986 (Public Law 99-603). If selected, a male applicant born after December 31, 1959, must confirm his selective service registration status.

PRIORITY SELECTION: *DOE Headquarters “surplus” and “displaced” employees*, as defined under the Career Transition Assistance Plan (CTAP), *who are duty-stationed at Headquarters within the commuting area*, who apply for and are determined to be well-qualified* may receive selection priority. A position may be filled with a given Headquarters first-tier organization by a non-surplus and non-displaced employee from that organization when there are no eligible surplus and displaced employees within that organization. *DOE Headquarters employees located outside of the commuting area*, who are eligible and apply under CTAP provisions, and who are determined to be well-qualified* may receive selection priority, though other qualified non-surplus and non-displaced Headquarters commuting area employees can be selected. **When applying, employees who are eligible under CTAP, must include a copy of their Certificate of Expected Separation, or a specific reduction-in-force separation notice which officially documents eligibility for special selection priority.** Special selection priority is **not** offered in circumstances that would result in a promotion; at the discretion of the agency, pay retention may be offered to Departmental employees who accept downgrades through the CTAP program.

* To be considered **well-qualified** under CTAP, an employee must satisfy the following criteria: (1) meet OPM’s eligibility requirements and basic qualification standards, including experience and, as applicable, requirements relative to positive education and certification, as well as selective placement factors; (2) fully meet the superior level of all ranking factors and; (3) is physically qualified with reasonable accommodation.

SPECIAL EMPLOYMENT PROGRAMS: VRA eligibles (for positions at grade 11 and below), 30% disabled veterans, people with disabilities, and others may be eligible to apply under various special employment authorities. Applicants with disabilities who need reasonable accommodations for any part of the application and hiring process, are asked to notify the Human Resources Specialist on **INSERT YOUR NUMBER HERE**. The decision on granting reasonable accommodations will be on a case-by-case basis. For information on other special employment authorities, please call the above number; TDD users may call (202) 586-6155. Current employees eligible for priority consideration for repromotion may be considered; employees must furnish a copy of the SF-50 documenting their eligibility for grade and pay retention and must fully meet all ranking factors stipulated in this announcement. **In general: Please indicate on your application materials, the announcement number and specific category under which you wish to be considered, and provide appropriate documentation.**

TO APPLY: For each announcement under which application is made, the following items should be submitted: (1) a complete application or resume or Optional Form 612 (OF 612), “Optional Application for Federal Employment (Please refer to the attachment, “U.S. Department of Energy Headquarters Application Information Requirement,”). If a resume does not contain the required information, it may be supplemented by using OF 612 or by providing the information on bond paper; (2) a completed DOE F 3200.2 “Supervisory Appraisal of Potential Performance,” attached to this announcement, or an explanation of why one is not enclosed; (3) the most recent performance appraisal of record, preferably completed within the last year, or a statement as to why one is not enclosed; and (4) if you are a Federal employee not currently employed by the Department of Energy, or if you are a reinstatement eligible, a copy of your latest SF-50, “Notification of Personnel Action,” that documents your competitive status and tenure. 5) if education is listed in the QUALIFICATION REQUIREMENTS statement (above), please submit copies of college transcripts or a list of college courses taken that identify for each course, the name of the college or university, semester or quarter hours earned, grade and grade-point received. **Failure to submit the aforementioned items may result in your not receiving adequate consideration.** Applicants are strongly encouraged to submit a statement of their knowledge, skills, and abilities as they relate to the ranking factors listed in this announcements. ***Attached is DOE Form 1600.7, “Applicant Disability, Race/National Origin and Sex Identification”. This data is being collected to plan and evaluate the Department's recruitment of persons with disabilities, minorities and women, and to help ensure that our personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. Submission of this information is voluntary. Failure to provide this information will have no effect on the processing of your application for Federal employment, and individual personnel selections are not made based on this information.*** Applications must be received or postmarked by the closing date. They should be sent to the U.S. Department of Energy, ME-532, Room 4E-084, Forrestal Building, 1000 Independence Avenue, SW., Washington, D.C. 20585-0735.

As a result of the mail delays currently being experienced in the Washington, DC Metropolitan Area, we strongly suggest you use a delivery/courier service (i.e. FedEx, UPS, etc.), hand deliver, or FAX (202-586-8101) your application to ensure it is received by the closing date of the announcement. Please be advised that applications submitted via the U.S. Postal Service may not be received in a timely manner to be considered. Complete copies of DOE Headquarters Vacancy Announcements may be accessed via the Internet at: <http://chris.inel.gov/jobs/index.cfm?fuseaction>. TDD users may call (202) 586-6155. For specific information about this announcement, you may contact a personnel representative at 202-586-0283. Vacancy announcements are not available at this telephone number.

SUPERVISORY APPRAISAL OF POTENTIAL PERFORMANCE

Position: Information Technology Specialist, GS-2210-13

Basis for Appraisal								Level of Potential Performance				
Please place an "x" as appropriate: OJP - On-the-Job Performance FT - Formal Training OA - Outside Activities UA - Unable to Appraise				RANKING FACTORS <i>(Knowledge, skills, abilities, and personal characteristics)</i>				Please place an "x" as appropriate: 4 - Outstanding 3 - Above Average 2 - Satisfactory 1 - Weak 0 - None				
OJP	FT	OA	UA					4	3	2	1	0
				1. Knowledge of cyber security for networks.								
				2. Skill in leading analytical projects and studies to determine current and projected cyber security requirements and optimal utilizations of new and emerging cyber security technologies.								
				3. Ability to plan and to prepare security policies that cover the full range of security issues encountered in a network that includes large databases and a screened subnet.								
				4. Ability to evaluate cyber security of databases and a screened subnet.								
				5. Ability to provide technical monitoring of contracts pertaining to cyber security.								
				6. Ability to negotiate complex, sensitive technical issues with officials of diverse perspectives and views, and of different levels.								
NARRATIVE: Please include any other information pertinent to the applicant's potential knowledge, skills, or abilities and personal characteristics that may not be adequately expressed above. (Attach additional sheets if needed.)												
IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please mark with an "x" as appropriate.) <div style="display: flex; justify-content: space-between;"> <div> _____ Present Immediate Supervisor _____ Former Immediate Supervisor </div> <div> _____ Present 2nd Level Supervisor _____ Former 2nd Level Supervisor </div> <div> _____ Other (Specify) </div> </div>												
PERIOD COVERED BY THIS APPRAISAL: From: _____ To: _____												
APPRAISER: <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Date</div> <div>Daytime Telephone Number</div> </div>												

DOE F 3200.2 (9-96)

U.S. Department of Energy Headquarters

Application Information Requirements

Since December 31, 1994, the Federal Government has not required a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume' or application must contain (in addition to any specific information requested in the vacancy announcement).

VACANCY INFORMATION

- Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address (with zip code) and day and evening phone numbers (with area code).
- Social Security Number.
- Country of citizenship. (Most Federal jobs require United States citizenship.)
- Veterans' preference.
- Reinstatement eligibility. (If requested in the announcement, attach SF50 proof of your career or career-conditional status.)
- Highest Federal civilian grade held. (Also give job series and dates held.)

EDUCATION

- High school name, city, and state (zip code if known).
 - Date of diploma or General Equivalency Degree.
- College or university name, city, and state (zip code if known).
 - Majors, type and year of any degree received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
 - Send a copy of your college transcript only if it is requested on the vacancy announcement.

WORK EXPERIENCE

- Give the following information for your paid and non-paid work experience related to the job for which you are applying. Do not send job descriptions.
 - Job title (include series and grade if Federal job).
 - Duties and accomplishments.
 - Employer's name and address.
 - Supervisor's name and phone number.
 - Starting and ending dates of employment (month and year).
 - Hours worked per week.
 - Salary.
- Indicate if your current supervisor may be contacted.

OTHER QUALIFICATIONS

- **Job-related** training courses (title and year of each).
- **Job-related** skills; for example, other languages, computer software or hardware skills, operating knowledge of tools and machinery, typing speed.
- **Job-related** honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Provide dates but do not send documents unless requested.)